

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - March 3, 2014

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2013 Salary</u>
Executive Office					
3623	Gaming	Gaming Inspection Project Assistant	CR	11/25/2013	\$ 21.61
3698	Gaming - Site: Why	Gaming Inspector	CR	1/13/2014	\$ 19.58
General Support Services					
3522	Human Resources	Records Information System Technician	CR - NEW	3/3/2014	\$ 19.10
Justice					
3711	Office of the Prosecutor	Prosecutor		2/3/2014	\$ 70,118.00
Department of Health and Human Services					
3714	Behavioral Health	Billing Technician		2/18/2014	\$ 15.68
3715	Behavioral Health	Prevention Specialist		2/10/2014	\$ 20.57
3716	Behavioral Health	Administrative Assistant	CR, CL	2/10/2014	\$ 14.92
3581	Child Welfare	Program Coordinator		12/13/2013	\$ 20.07
3586	Community Health	Licensed Practical Nurse		10/21/2013	\$ 23.86
3695	Community Health	Nutrition Specialist	CL	1/21/2014	\$ 18.64
3654	Family Assistance	Program Manager, Senior		12/2/2013	\$ 71,871.00
3607	Health Transportation Services - Site: Ak Chin	Transit Dispatcher		1/13/2014	\$ 15.30
3689	Management of Health	Administrative Assistant	CR-CORRECTION	1/21/2014	\$ 14.92
3628	Management of Health	Program Coordinator		11/12/2013	\$ 20.07
Department of Education					
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.92
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	\$ 14.92
3691	Recreation - Site: Hickiwan	Maintenance Technician		1/21/2014	\$ 12.25
3525	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/21/2014	\$ 21.09
3527	Recreation - Site: Menager's Dam	Recreation Specialist		1/21/2014	\$ 12.87
3717	Recreation - Site: Sells	Recreation Program Coordinator		2/10/2014	\$ 21.09
Department of Natural Resources					
3723	Administration	Mineral Resources Administrator	NEW	3/3/2014	\$ 85,432.00
Department of Water Resources					
3708	Water Resources	Chief Hydrologist	CL	1/21/2014	\$ 70,118.00
Department of Public Safety					
3656	Law Enforcement	Administrative Assistant, Senior	CR	11/18/2013	\$ 17.31
3596	Law Enforcement	Assistant Police Chief		7/15/2013	\$ 87,567.00
3665	Law Enforcement	Police Chief		12/9/2013	\$ 112,094.00

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)
This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.

Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Sells District – Tohono O'odham Nation

Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3522

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: RECORDS INFORMATION SYSTEMS TECHNICIAN

SALARY: \$19.10 PER HOUR, PLUS BENEFITS

OPENING DATE: March 3, 2014

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Human Resources

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs complex technical tasks relating to records management, filing, imaging and/or scanning of the Tohono O'odham Nation's records. Responsible for organizing, coordinating, maintaining, reviewing, processing, scanning, indexing, forwarding and, retrieving records. Assist in the development and maintenance of the Tohono O'odham Nation's Electronic/Manual Records Management system. This position requires extensive public contact.

SCOPE OF WORK: Provide employment opportunities, benefits administration, and property/casualty insurance services for the Executive Branch.

MINIMUM QUALIFICATIONS:

- Associates Degree in Records Management and two years' work experience in records management, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must type 20 Words Per Minute and demonstrate 70% proficiency in grammar, spelling and math.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3689

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

Correction

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT
SALARY: \$14.92 PER HOUR, PLUS BENEFITS

OPENING DATE: January 21, 2014

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clericals Required.**

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/**Management of Health**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

SCOPE OF WORK: Oversees administration of Services programs as well as USDA Food Distribution programs and all Tribal programs allocations.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in the clerical field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must type 40 WPM.
- Must demonstrate sixty percent proficiency in grammar, spelling, and math.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3723

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: MINERAL RESOURCES ADMINISTRATOR
SALARY: \$85,432.00 PLUS BENEFITS

OPENING DATE: March 3, 2014

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Natural Resources/Administration

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general direction, accomplishes the Mining Office program objectives by planning, organizing and managing all functions required to operate and maintain activities and services designed to protect the land, mineral resources, and natural resources of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Geology, Natural Resources, or closely related field and five years' work experience in mining operations, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.
- Two years supervisory experience.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"